



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

IN REPLY REFER TO:

BO 5354.3 CH1
EOA

06 APR 2000

BASE ORDER 5354.3 CH1

From: Commanding General, Marine Corps Base, Camp Lejeune
To: Distribution List

Subj: MARINE CORPS BASE, CAMP LEJEUNE EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO P5354.1C
(b) MCO P5354.2D

Encl: (1) Checklist for Commanders
(2) Statistical Data Collection, Management and Reporting

Reports Required: Annual Equal Opportunity Data Summary
(Report Control Symbol MC-5354-01) reference
(a) par 2000.7

1. Purpose. To implement the provisions of reference (a), provide guidance, and state a command policy for the management of the Equal Opportunity Program (EOP) at Marine Corps Base, Camp Lejeune.

2. Information. The provisions of this order apply to all Marines and Sailors, all other Armed Forces personnel assigned to or serving with MCB units, civilian supervisors of military personnel, and civilian employees and non appropriated fund employees providing services to military personnel.

3. Policy. Consistent with the concepts, principles, and objectives of the Marine Corps EOP provided by reference (a), it is the policy of the Commanding General, Marine Corps Base, Camp Lejeune that:

a. All military personnel be assured equal opportunity and fair treatment without regard to their race, color, religion, gender, age or national origin, consistent with the law and regulations and the requirements for physical and mental abilities.

b. Cultural, racial, gender, and ethnic diversity are accepted as desirable characteristics that exist within American society and the Marine Corps, and that this diversity be recognized and furthered by ensuring that all personnel are assisted in attaining both their personal and professional goals.

CH1

06 APR 2000

CHECKLIST FOR COMMANDERS

1. General. This enclosure, together with Appendix H of MCO P5354.1C, serves as an equal opportunity checklist for commanders.

2. Synopsis of Command Action Requirements

a. Ensure the CMC Equal Opportunity (EO) Statement is received, posted, and widely disseminated throughout the command. Publish a Command EO statement and ensure it is posted in all unit areas and living areas.

b. Maintain and report command statistical data as required by the provisions of reference (a).

c. Review collected minority statistical data to monitor progress in attaining EO objectives, identify areas requiring affirmative action or command emphasis, and to serve as a basis for updating established affirmative actions.

d. Review charges, and where applicable, the non judicial proceedings of subordinates to ensure ethnic or sexual bias has not been a factor.

e. Publish the final results of all judicial punishments per section 0115 of the JAGMAN.

f. Consider the establishment of an open door policy for all non judicial punishments.

g. Use the Troop Information Program, the chain of command, and where appropriate, equal opportunity councils to support the Command EO Program. Maintain documentation of training programs.

h. Widely disseminate information on locally available educational opportunities, remedial skills programs, and career advancement programs.

i. Ensure minority and female representation on formal promotion, school, and other enlisted screening boards.

j. Ensure that EO, discrimination, and sexual harassment topics are included in organizational leadership training programs.

ENCLOSURE (1)

06 APR 2000

STATISTICAL DATA COLLECTION, MANAGEMENT AND REPORTING

1. General. In developing, implementing, and managing the Command EOP, it is essential that specific statistical information concerning minority and female members of the command be maintained and utilized. Through the accurate maintenance and review of these selected personnel racial/ethnic statistics, commanders will:

a. Identify areas requiring development of specific affirmative actions to obtain their stated equal opportunity objectives.

b. Identify areas requiring additional command emphasis or attention.

c. Measure the command's progress in the EOP, to include obtaining that information needed to statistically update and report attainment of affirmative action milestones progress.

2. Requirement

a. MCO P1080.20 provides guidance concerning the assignment of race/ethnic codes.

b. Commanders should review all compiled statistical data regularly to ensure they are aware of any significant trends which may develop.

c. Commanders will maintain statistical data for a minimum of two years, after which, at the discretion of the commander, it may be destroyed.

d. All required reportable data is maintained at the organization level. The Basic Individual Record (BIR) is the primary source document for Manpower Management System (MMS) related data and must be accurately updated. All other information, such as commendations, awards, separations, promotions, educational program participation, etc., must be obtained through local screening of unit diaries correspondence files, UPB's, etc. While one person will normally be assigned to compile and report equal opportunity statistics, complete staff involvement in the initial data collection will both streamline collection procedures and ensure greater participation and awareness in the command equal opportunity efforts.

ENCLOSURE (2)
CH1

CHECKLIST FOR COMMANDERS

1. General. This enclosure, together with Appendix H of MCO P5354.1C, serves as an equal opportunity checklist for commanders.

2. Synopsis of Command Action Requirements

a. Ensure the CMC Equal Opportunity (EO) Statement is received, posted, and widely disseminated throughout the command. Publish a Command EO statement and ensure it is posted in all unit areas and living areas.

b. Maintain and report command statistical data as required by the provisions of reference (a).

c. Review collected minority statistical data to monitor progress in attaining EO objectives, identify areas requiring affirmative action or command emphasis, and to serve as a basis for updating established affirmative actions.

d. Review charges, and where applicable, the non judicial proceedings of subordinates to ensure ethnic or sexual bias has not been a factor.

e. Publish the final results of all judicial punishments per section 0115 of the JAGMAN.

f. Consider the establishment of an open door policy for all non judicial punishments.

g. Use the Troop Information Program, the chain of command, and where appropriate, equal opportunity councils to support the Command EO Program. Maintain documentation of training programs.

h. Widely disseminate information on locally available educational opportunities, remedial skills programs, and career advancement programs.

i. Ensure minority and female representation on formal promotion, school, and other enlisted screening boards.

j. Ensure that EO, discrimination, and sexual harassment topics are included in organizational leadership training programs.

ENCLOSURE (1)

21 MAR 2000

k. Ensure Marines and Sailors are adequately counseled concerning the effects of disciplinary action, Service Record Book (SRB) entries, and educational status, etc., on promotion opportunities.

l. Ensure assignments to primary duty, and command billets are made per the provisions of reference (a).

m. Ensure a non-segregation policy in organizational barracks and living areas.

n. Ensure organizational recreational and lounging facilities include programs, services, and materials which accommodate the requested needs of all Marines and Sailors.

o. Ensure the Request Mast procedure is emphasized as the primary means for filing a formal complaint of discrimination to include sexual harassment.

p. Promptly report all formal allegations of discrimination to include sexual harassment to the Chief of Staff and the EOA.

ENCLOSURE (1)

21 MAR 2000

STATISTICAL DATA COLLECTION, MANAGEMENT AND REPORTING

1. General. In developing, implementing, and managing the Command EOP, it is essential that specific statistical information concerning minority and female members of the command be maintained and utilized. Through the accurate maintenance and review of these selected personnel racial/ethnic statistics, commanders will:

a. Identify areas requiring development of specific affirmative actions to obtain their stated equal opportunity objectives.

b. Identify areas requiring additional command emphasis or attention.

c. Measure the command's progress in the EOP, to include obtaining that information needed to statistically update and report attainment of affirmative action milestones progress.

2. Requirement

a. MCO P1080.20 provides guidance concerning the assignment of race/ethnic codes.

b. Commanders should review all compiled statistical data regularly to ensure they are aware of any significant trends which may develop.

c. Commanders will maintain statistical data for a minimum of two years, after which, at the discretion of the commander, it may be destroyed.

d. All required reportable data is maintained at the organization level. The Basic Individual Record (BIR) is the primary source document for Manpower Management System (MMS) related data and must be accurately updated. All other information, such as commendations, awards, separations, promotions, educational program participation, etc., must be obtained through local screening of unit diaries correspondence files, UPB's, etc. While one person will normally be assigned to compile and report equal opportunity statistics, complete staff involvement in the initial data collection will both streamline collection procedures and ensure greater participation and awareness in the command equal opportunity efforts.

ENCLOSURE (2)